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To: Field Managers and Deputy State Directors
From: State Director
Subject: Mid-Year Safety Awareness

We are moving into field season and our managers and supervisors have the pivotal role in safety and setting expectations for safe behavior and monitoring to see that safe behavior occurs. The operational environment exposes our workforce to a variety of hazards and the inherent risk associated with them. We must mitigate the hazards that could cause harm to our workforce.

When we look back on the last six months there were many successes that make us proud. Our desire to continuously improve our employee protection efforts also shows us we can make improvements:

- Driving is one of the most hazardous things we do. Managers must emphasize the importance of wearing seatbelts, not exceeding posted speed limits, and the importance of understanding situational awareness. Violations of these rules should be dealt with firmly and quickly. Of the half million plus miles we put on our Government vehicles in the last six months, we had five reported vehicle accidents, with the majority of these involving backing and failure to yield. Let's do our best to reduce the number of vehicle accidents in the months to come in FY 2007 during field season.
- We have the responsibility to provide our employees with a safe and healthy workplace. Safe work practices are imperative to employee protection, as well as getting the job done. Leaders must ensure that workplaces under their control are free from recognized hazards. Additionally, worker violation of safety standards must be corrected immediately. We have had eleven recordable injuries in the first half of FY 2007, most from slips, trips, and falls. We need to ensure that our employees become more safety conscious and reduce injuries in the upcoming months of FY 2007.
- Safety meetings and training require the active support of leadership. Managers and supervisors must participate in training when required, support training initiatives, and ensure that required training is offered to employees. Supervisors are responsible for reporting accidents involving employee injuries and property damage in the Department's SMIS system in a timely manner and to use lessons learned to train our employees on how to be safe and remain safe.

Another reminder as we head into the field season: the official source for reporting all accidents or incidents for Wyoming BLM is DOI's Safety Management Information System (SMIS). All accidents and incidents must be entered into SMIS by the supervisor and completed ***within 72 hours after an incident***. The exception to this would be personnel working in remote locations where reports cannot be submitted within that timeframe. In that situation, 10 working days are allowed.

SMIS is an automated system for reporting accidents which involve DOI employees, volunteers, contractors or visitors to DOI facilities. SMIS also supports OSHA reporting requirements and the BLM's requirement to collect, assimilate, and analyze accidents, illness, and injury data.

Other components of SMIS include the following:

- Safety Smart - is a collection of hundreds of safety talks, posters, management articles, case studies, and more; perfect for safety meetings or tailgate sessions.
- Reference library contains reference materials for SMIS users.
- DOI Safety Statistics contains Bureau safety performance charts, tables and costs by Fiscal Year.

Contact our safety manager or your collateral duty safety coordinators for any assistance in relaying these important issues to employees. If you need assistance in entering information into SMIS you can contact your local collateral duty safety coordinators or the State Safety Officer at 307-775-6269. There certainly will be well-deserved victories in the next six months, but there will also be challenges for which we can and must prepare ourselves.

Mary E. Trautner
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